

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-4

Date: July 11, 2003

Expiration Date: 6/30/04

69:199:lh:7410

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CLOSEOUT REQUIREMENTS FOR SUBGRANTS ENDING ON OR BEFORE JUNE 30, 2003

The purpose of this bulletin is to provide the Local Workforce Investment Areas (LWIA) and subgrantees with timelines and requirements for submitting a closeout package. For instructions on Workforce Investment Act (WIA) line item/subgrant closeout procedures, please refer to WIA Directive [WIAD02-2](#), *WIA Line Item/Subgrant Closeout Handbook*, dated August 15, 2002.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit all closeout reports (subgrants ending June 30, 2003, or prior) in electronic format (direct transmission) no later than close of business August 20, 2003. Hard copy closeout packages must be mailed no later than August 29, 2003. Subgrantees without access to the JTA system must mail their hard copies of the closeout reports not later than August 20, 2003. When a reporting deadline falls on a weekend or holiday, the reports are due the last working day prior to the reporting deadline.

REQUIRED CLOSEOUT DOCUMENTS

1. Line Item closeouts require the following:

- Closeout Summary of Expenditures (WIA PXPDP)—two (2) signed originals
- Closeout Status of Cash Report—two (2) signed originals

2. Subgrant/Contract closeouts require the following:

- Closeout Summary of Expenditures (WIA PXPDP)—two (2) signed originals
- Closeout Status of Cash Report—two (2) signed originals
- Subrecipient Release Form—two (2) signed originals
- Subrecipient's Assignment of Refunds, Rebates and Credits Form—two (2) signed originals
- Contract Closeout Tax Certification Form
- Closeout Property Inventory Listing (only if entities are no longer providing WIA funded services)

All documents submitted to the Department on hard copy require an original signature, and must be signed by the designated signatory authority approved to sign the subgrant. Please submit all closeout documents to the following address:

Workforce Investment Division
Financial Management Unit
Attention: WIA Closeout Desk
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

If you have any questions please contact Marie Gastelum at (916) 653-0521 or Grey Rider at (916) 654-7508 of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division